

ADMINISTRATIVE STAFF: POSITION DESCRIPTION

JOB DESCRIPTION for OFFICE COORDINATOR; CRESCENDO ACADEMY OF MUSIC

Reports parallel to and are supervised by the Artistic and Operations Directors. Works collaboratively with the Marketing & Development Coordinator.

Availability

Must be present on site 25 hours per week (flexible times Monday through Friday)

Qualifications

Staff member is to be facile with a variety of software programs including accounting and financial, desktop publishing (design, illustration, and photo), office management applications, and web site updating (with content management software). Current software in use:

MS Office Suite
Adobe InDesign
Illustrator
PhotoElements
Quickbooks
Giftworks

Email/internet fluency is also required. Must have strong interpersonal and team work skills; strong organizational, communication and customer relation skills; and be familiar with bookkeeping and office procedures.

DUTIES (These are not inclusive; other duties may be required at the discretion of the Artistic Director, Operations Director or the Board of Directors)

Communications/Marketing

- Produce and distribute internal and external communications following the approval of the Artistic Director, Operations Director or a member of the Board's executive committee;
- Answer and return phone calls; relay messages to instructor in a timely manner.
- Route requests for interviews, parent concerns and other sensitive issues to the Artistic Director, Operations Director or a member of the executive committee;
- Prepare new student packets and returning student mailings.

Fiscal

- Keep an account of revenues and expenses using accepted practices and computer based systems;
- Invoice students for lessons;

- Collect student lesson, registration and annual fees;
- Create checks for payment of bills to be signed by the Artistic Director, Operations Director or the Board treasurer;
- Manage payroll, state and federal withholding taxes and annual non-profit fees, and prepared quarterly reports for submission;
- Make monthly Federal 941 tax deposits and Michigan withholding payments;
- Prepare and submit quarterly Federal, Michigan and Michigan Unemployment tax forms;
- Submit the annual 990 forms to the IRS and the license for solicitation to the State of Michigan Attorney General;
- Purchase office supplies following approval of the Artistic Director or Operations Director;
- Account for all scholarship funds monthly and prepare scholarship reports as requested by the Artistic Director, Operations Director or the Board of Directors;
- Reconcile bank accounts monthly for submission to the board treasurer for review.
- Track Artist-in-Residence lessons for monthly payment to KSO; track scholarship lessons, submit invoice for payment from funding organizations.
- Work with Marketing & Development Coordinator to ascertain that all donations are entered into Giftworks, and that “Thank You” letters and receipts for Artistic or Operations Director’s signature are generated and the donor database is maintained, generate reports as needed.

Management

- Maintain organizational documents and records, both paper and electronic, to include:
Attendance records for students
Class schedules
Music library
- Maintain updated files for Board of Directors handbook and produce copies of handbook as needed;
- Maintain updated files for Office Manger Manual;
- Work with the Artistic Director or Operations Director to determine scholarship recipients and implement scholarships;
- Assist the staff, students, families, donors and the general public in their association with Crescendo;
- Ensure office is clean and orderly, supplies are on hand;

- Maintain a strict code of confidentiality and professionalism with all persons associated with Crescendo;

- Be familiar with and adhere to the National Guild of Community Schools of the Arts “Code of Best Practices” and the Crescendo Academy of Music “Code of Ethics;”

Provide assistance and duties to non-profit organizations with whom Crescendo is participating and coordinating with the Operations Director. These tasks are subject to modification and adjustment and as driven by grant awards.

Kalamazoo Children’s Chorus

Perform duties as listed below up to 3 hours per week averaged over the course of one year.

Fiscal

- Keep an account of revenues and expenses using accepted practices and computer based systems;
- Invoice students for lessons through QuickBooks;

Performance

The Operations Director and Artistic Director shall perform annual performance assessment of the position and make recommendations/reports to the Board of Directors annually. The Directors shall also elicit comment from the Board of Directors relative to the administrative staff position.

Email cover letter, resume, and three references, with email contact info, to pamgallina@liaconsulting.org by 5:00 February 3, 2012. No phone calls or office visits please.

January 2012